

## FULL GOVERNING BODY MEETING MINUTES

Monday 11 December 2023 at 7pm at Junior Site

PARENT	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION 8			
					LDBS	PCC	Trustees	St Mary's Church
2	1	1	1	1				
Sarah Aarons	vacant	Geoffrey Goddin	Amanda Harrison	Angela Abrahams	vacant	Andrew Miyaji	Caroline Rayfield	Jeff Hopkin Williams
Kat Kaur						James Maher	Adedayo Shittu-Balogun	
						Emily Bainbridge	Stephen Tetley	

**Apologies:** Andrew Miyaji

**Also attended:** Dan Cadman (Deputy Head Teacher and Associate Member)  
Alison Watts (Clerk)

*The meeting opened at 7.00pm with a prayer*

		ACTION
1.	<p><b>WELCOME, APOLOGIES FOR ABSENCE and DECLARATIONS OF INTEREST.</b></p> <p>Apologies were received from Andrew Miyaji and accepted by the Chair.</p> <p>There were no declarations/conflicts of interest relevant to the meeting.</p>	
2.	<p><b>GOVERNOR APPOINTMENTS</b></p> <p>Based on the skills required and recommendations of the board at St Mary's Church of England Primary School, Achieving for Children Governor Support, working on behalf of the London Borough of Richmond upon Thames Local Authority, formally nominated Geoffrey Goddin once again to the position of LA governor. The new term of office was for four years ending on 1 December 2027. The board formally ratified Geoffrey Goddin to the position of LA governor.</p>	

	<p>The Chair noted that Harry Coleman had stepped down from the Governing Body on 10 November 2023. James Maher indicated his intention to stand down as of 12 December 2023.</p>	
3.	<p><b>MINUTES OF PREVIOUS MEETING (25/09/23) and MATTERS ARISING</b></p> <p>The minutes of the meeting of 25 September 2023 were approved and signed by the Chair. Updates on the action points are provided at the end of this document.</p> <p>Ref. exit interviews – The Chair reported that 2 staff members had requested exit interviews. As per the agreed practice, the notes of the meeting were shared with the interviewee and Chair of Governors. The option of requesting an exit interview was henceforth included in the staff handbook.</p> <p><b>Q: Are exit interviews confidential?</b></p> <p>A: The expectation was that information would be shared with the Chair of Governors. Posters in the staffrooms providing the contact details for the governing body had been amended to make it clear that messages sent to the <a href="#">governors@</a> mailbox were received by the clerk only.</p> <p>It was agreed to hold a governors' strategy day on 22 April 2024 in the church vestry. Staff were not required to attend.</p>	
4.	<p><b>SCHOOL IMPROVEMENT</b></p> <p>a. <b>Headteacher's Report</b></p> <p>The format of the HT Report had been changed with much of the data going to the committees for closer scrutiny. Mobility data had been included to indicate the percentage of children who had enrolled at St Mary's in Reception. Governors noted the rise in the number of pupils receiving free school meals.</p> <p>The data on starters/leavers showed no clear pattern. There had been some families who had been able to secure a place at another school for all siblings in the family and so had removed those siblings attending St Mary's.</p> <p><b>Q: Why are there more starters than leavers?</b></p> <p>A: This was due to the timing of when places were awarded.</p> <p>b. <b>Performance data from the borough</b></p> <p>It was noted that pupil outcomes were particularly strong in reading and maths, and average in writing – as in previous years. All groups were making good progress with the exception of non-EHCP SEN children and middle prior attainers. These would be areas of focus. Writing continued to be a high priority in the School Improvement Plan (SIP).</p> <p>c. <b>Review of the school's vision</b></p> <p>The Chair reported that, in preparation for the recent SIAMS inspection, the school vision had been reviewed in detail and found to be robust and deeply embedded in school life. It was agreed that the vision did not require further review for 3-5 years and would be monitored by the Ethos Committee.</p>	

<p>d.</p> <p>e.</p>	<p><b>Snapshot of the School 2023</b></p> <p>Governors confirmed they found the Snapshot of the School useful for identifying trends etc. and thanked Dan C for the annual updates.</p> <p><b>Ofsted inspection reflections</b></p> <p>The HT reported that the recent Ofsted inspection had been a positive experience, conducted in a fair and respectful manner. She praised the whole staffing body for working so effectively as a team to demonstrate all the school had to offer.</p> <p>It was noted that inspections placed a considerable pressure on staff and the Chair of Governors had sent a message to staff ahead of the inspection to state the full support of governors. Governors expressed their sincere thanks to all the staff for their hard work and dedication.</p>	
<p>5.</p>	<p><b>ADMISSIONS UPDATE</b></p> <p>The Chair of the Admissions Committee was absent but submitted a written update. He noted that recent admissions appeals had highlighted a number of anomalies in the school's admissions policy, namely that St Mary's did not prioritise admissions for children with exceptional social needs and the school was required to be the closest for those applying under the exceptional medical needs criterion. The committee had discussed these 2 points in detail and agreed to maintain the policy unchanged.</p> <p>Fr Jeff noted that the policy had included 'exceptional social needs' in the past but it had proved ambiguous and difficult to measure. The HT suggested prioritising 'children with a social worker'. It was agreed to add this to the agenda of the next Admissions Committee on the understanding that any change would need to go for consultation ahead of the 2026/27 admissions policy.</p> <p><i>ACTION: Add prioritisation of children with a social worker to the next Admissions Committee meeting.</i></p>	<p>AM/clerk</p>
<p>6.</p> <p>a.</p> <p>b.</p>	<p><b>ETHOS</b></p> <p><b>Collective Worship overview</b> - noted</p> <p><b>SIAMS reflections</b></p> <p>It had been a successful inspection. Two development points had been identified both focused on the RE curriculum. It was noted that the school was in the process of transferring to a new curriculum.</p> <p>Governors congratulated the SLT and all the staff on a second successful inspection.</p>	
<p>7.</p> <p>a.</p>	<p><b>SAFEGUARDING and RISK</b></p> <p><b>Risk Register</b></p> <p>Governors reviewed the one risk assigned to the FGB – compulsory academisation by 2030. It was noted that the Government was no longer advocating this policy. Within the diocese some schools were forming partnerships for financial reasons. The HT reminded governors that St Mary's was working with local church schools, for example sharing training resources, staff sharing best practice.</p> <p>It was agreed to remove the risk of academisation from the risk register.</p>	

<p>b.</p> <p><b>Safeguarding</b></p> <p>c.</p> <p><b>IT considerations</b></p>	<p>The C&amp;S Chair reported that the committee had highlighted the risks associated with the possible introduction of a tax on private schools. It was agreed to refer this to Admission Committee for monitoring.</p> <p><i>ACTION: Add impact on admissions of possible tax on private schools to Admissions committee agenda</i></p> <p>The HT informed governors that the practices in place to manage the pupils with severe medical needs had been slightly adjusted on external advice. The additional member of staff supporting these pupils had now left. It was confirmed that the class teacher was being supported.</p> <p>The Chair noted that a new link governor for safeguarding was required. <i>ACTION: nominate new safeguarding link governor.</i></p> <p>HT advised that plans for fundraising for IT equipment had been shared at a recent parents' evening. The response had been positive. It was noted that there were 5 new donors to the St Mary's Fund. IT hardware had been added to the SIP.</p>	<p>AM/clerk</p> <p>CR</p>
<p>8.</p>	<p><b>STATUTORY REPORTS and POLICIES</b></p> <p>a) SEND Report – recommended for approval by C&amp;S committee  b) PPG Report – recommended for approval by C&amp;S committee  c) Annual Health &amp; Safety Report – noted  d) SEND Policy – recommended for approval by C&amp;S committee  e) Capability of Staff – recommended for approval by F&amp;S committee  f) ECT - recommended for approval by F&amp;S committee  g) Admissions Policy 2025/26 and supplementary forms – recommended for approval by Admissions committee</p> <p>All policies and reports were ratified.</p>	
<p>9.</p> <p>a.</p> <p>b.</p> <p>c.</p>	<p><b>GOVERNANCE</b></p> <p><b>Chair's Action</b> – none. Governors were invited to reflect on their workloads and advise their committee chairs on areas to reduce or increase.</p> <p><b>Draft minutes of recent committee meetings</b> – noted.</p> <p><b>Governor visits 2023-24</b> – committee chairs to update on progress in future meetings.</p>	
<p>10.</p>	<p><b>REPORT BY LEADERSHIP APPRAISAL GROUP</b></p> <p>It was confirmed that Caroline R and Stephen T had met to conduct the annual leadership appraisal. The process had been completed successfully.</p>	
<p>11.</p>	<p><b>AOB</b></p> <p>Trustees were thanked for offering to support a staff party to be held on 19 Jan 2024.</p> <p>Governors were reminded to undertake relevant training and update their training log on governorhub.</p>	
	<p>Dates of next meetings: 7pm on Monday 25 Mar and Monday 24 Jun - at junior site.</p>	

The meeting closed at 8.45pm with a prayer.



Signed by the Chair:

Date: 25 March 2024

### FGB Actions

As of 11 December 2023

Minute	Action	Assigned	Update
26.6.23 5a	Add safeguarding report to autumn term SC&E agenda.	HC	Completed
26.6.23 7	Reports on maximising revenue and Capella House to be reviewed at autumn F&S meeting.	JM	Completed
26.6.23 10c	SMF visit to take place before the end of the term	JM	To take place when new SMF treasurer in place
26.6.23 10c	Discuss stakeholder engagement at next SC&E meeting	HC	Completed
25.9.23 2	Clarify the process for receiving feedback from exit interviews	CR	Addressed in item 3.
25.9.23 2	F&S committee to review the impact of UFSM at its autumn meeting	JM	Completed. See committee minutes
25.9.23 3d	Monitor declarations/confirmations on Governorhub	clerk	All completed
25.9.23 3e	Agree date for a governors' strategy day	CR	Agreed for 22/4/2024
25.9.23 3g	Ensure all governors complete safeguarding training	clerk	All completed
25.9.23 3h	Full visits schedule to be circulated at December meeting for information	CR/ clerk	Completed
25.9.23 6	SIP report to be reviewed by the relevant committee	clerk	Completed
11.12.23 5	Add prioritisation of children with a social worker to the next Admissions Committee meeting	AM/ clerk	

11.12.23 7a	Add impact on admissions of possible tax on private schools to Admissions committee agenda	AM/ clerk	
11.12.23 7b	Nominate a new safeguarding link governor	CR	

Documents circulated:

Draft minutes 25/09/23 FGB  
 HT Report Dec 23  
 School Performance by borough  
 Snapshot of School 2023  
 Admissions Report Sep 2023  
 Collective Worship Action Plan  
 Risk Register  
 SEND Report 2023

PPG Strategy Statement 2023-24  
 Annual H&S Report 2022-23  
 SEND policy  
 Capability procedures  
 ECT policy  
 Admissions policy 2025-26 & supplementary forms  
 Governor visits schedule